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## Job details

Job 1 of 1

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<b>Bulletin Number</b>	2319BR
<b>Type of Recruitment</b>	Interdepartmental Promotional Opportunity
<b>Department</b>	Human Resources Countywide Exams
<b>Position Title</b>	ADMINISTRATIVE SERVICES MANAGER I (CONTRACTS)
<b>Exam Number</b>	140
<b>Filing Type</b>	Open Continuous
<b>Filing Start Date</b>	06/01/2011
<b>Filing End Date</b>	10/31/2011
<b>Filing End Time</b>	5:00 pm PST
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	5242.00
<b>Salary Maximum</b>	6874.18
<b>Benefits Information</b>	<b>Non-Represented Employees</b> • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
<b>Position/Program Information</b>	Performs a full range of difficult to complex contract development, implementation, analysis, and administration activities to obtain a variety of contract services.
<b>Essential Job Functions</b>	<p>Conducts complex contracting feasibility and cost analysis studies of various departmental operations; prepares reports detailing findings and makes recommendations.</p> <p>Performs or administers contract solicitations, develops specifications and/or scope of work, develops and prepares solicitation packages, participates in the proposal/bid evaluation process, and prepares documentation to support contract recommendations for a variety of contracted services.</p> <p>Negotiates, or participates in the negotiation of highly complex, legal and operational terms, requirements, and conditions for contract awards and modifications; prepares related documents including contracts, amendments and letter agreements.</p>

Conducts complex legal research in applicable laws and regulations, reviews pending legislation, analyzes impact to department contracting efforts, and confers with County attorneys to formulate recommendations.

Prepares letters and memos to the Board of Supervisors recommending contract awards.

Advises line operations in identifying contractual and funding problems, and in resolving differences with contractors.

Formulates and recommends procedures and policies for contract development, and designs forms and other tools to aid in contract development.

Conducts review of contractor compliance with such requirements as licensures, insurance, Living Wage Ordinance and Jury Duty Ordinance.

#### Requirements

##### **SELECTION REQUIREMENTS:**

**Option 1:** A Bachelor's degree\* from an accredited\*\* college or university **AND** \*\*\*Two (2) years experience in the service of the County of Los Angeles within the past five (5) years in contract administration at the associate analyst level\*\*\*\* which involves independently performing a full range of routine to moderately complex contract development and administration activities such as conducting contract feasibility studies, cost analysis studies, and conducting contract solicitations, contract development and amendments, and providing administrative and technical support to departmental program managers and service providers in their contracting efforts under general supervision, and more direct supervision during the performance of complex assignments.

\*\*\*A Master's degree or higher in Business Administration, Public Administration, Law or closely related field may be substituted for one year of the required experience.

**Option 2:** Four (4) years of experience in the service of the County of Los Angeles within the past (5) years in contract administration at the associate analyst level\*\*\*\* which involves independently performing a full range of routine to moderately complex contract development and administration activities such as conducting contract feasibility studies, cost analysis studies, and conducting contract solicitations, contract development and amendments, and providing administrative and technical support to departmental program managers and service providers in their contracting efforts under general supervision, and more direct supervision during the performance of complex assignments.

#### Physical Class

**Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

#### License(s) Required

California Class C Driver License.

#### Special Requirement Information

\*&\*\*\*In order to receive credit for Bachelor, or Master degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application.

\*\*\*\*In County service, experience in an associate analyst level is

**Accreditation Information**

gained in classes such as Management Analyst, Administrative Assistant III, or higher.

**Accreditation:** \*\*Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Examination Content**

This examination will consist of three (3) parts:

PART 1 - Job Specific Questionnaire (JSQ) to pre-screen applicant's related work experience in meeting the Selection Requirements.

Applicants MUST PASS the initial JSQ/Supplemental screening stage (PART 1) in order to proceed to the Application Review stage. (PART 2).

PART 2 - Employment applications will be fully reviewed and accepted/rejected based on Selection requirements.

Note: Applicants that FAIL the initial JSQ/Supplemental screening stage (PART 1) will be automatically rejected and notified without review of submitted employment application.

Only those candidates who pass the full application review will be eligible to proceed to the written test (Part 3).

PART 3 - A written multiple choice test weighted at 100%. The written test will consist of three (3) sections.

Section 1: A Broad-Based Employment Skills Test (B-BEST), which consists of written expression, data analysis & decision-making, and reading comprehension.

Section 2: A Computerized Work Styles Assessment (WSA) designed to assess problem solving, business leadership, leadership motivation, interpersonal leadership, self-leadership, management potential, and management judgment.

Section 3: A Pass/Fail written County Contracting Knowledge Test.

Candidates that have taken and passed the B-BEST and WSA written test for ADMINISTRATIVE SERVICES MANAGER I (Exam No. 73) or ADMINISTRATIVE SERVICES MANAGER II (Exam No. 72 or Exam No. 148) examination(s) within the last twelve (12) months, will have their scores automatically transferred to this examination UPON ACCEPTANCE OF THEIR ON-LINE APPLICATION. However, they have to take the County Contracting Knowledge Test (Section 3) and receive a passing score of 70% or higher to be placed on the eligible register.

Candidates that have taken and passed the B-BEST written test for HUMAN RESOURCES ANALYST III (Exam No. R1912O) examination within the last twelve (12) months, will have their scores automatically transferred to this examination UPON ACCEPTANCE OF THEIR ON-LINE APPLICATION. However, they have to take the

WSA (Section2) and the Pass/Fail County Contracting Knowledge Test (Section 3) and receive a passing score of 70% or higher to be placed on the eligible register.

Candidates that have taken the B-BEST and/or WSA written test for ADMINISTRATIVE SERVICES MANAGER I (Exam No. 73) or ADMINISTRATIVE SERVICES MANAGER II (Exam No. 72 or Exam No. 148) or HUMAN RESOURCES ANALYST III (Exam No. R19120) examination(s) and did not achieve a passing score must wait for twelve (12) months from the date of the written test and must reapply if the examination filing period is still open and the same examination components are being tested in order to retake the examination.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Candidates must achieve an overall passing score of 70% or higher on the exam in order to be placed on the eligible register.

**Vacancy Information**

An eligible register resulting from this examination will be used to fill vacancies in Contracts at various Los Angeles County departments.

**Eligibility Information**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

**No person may compete in this examination more than once every twelve (12) months.**

**Available Shift**

Day

**Job Opportunity Information**

**Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name and number on the employment application. The department number is identified on employee's payroll warrant. Verification of Experience:** Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative. Credit will only be given for out-of-class experience to meet the selection requirements only.

**Withhold Information:** Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

**Application and Filing Information**

**APPLICATION INSTRUCTIONS**  
**APPLICATIONS AND JSQ MUST BE FILED ON-LINE ONLY. APPLICATIONS AND JSQ'S SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.**

**Fill out your application and Job Specific Questionnaire completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.**

All information is subject to verification. We may reject your application at any time during the selection process.

We may close this examination without prior notice.

**INSTRUCTIONS FOR FILING ONLINE:**

Apply online by clicking on the link above or below this bulletin that reads, Apply to Job so you can apply online and track the status of your application and get notified of your progress by email.

We must receive your application and Job Specific Questionnaire by 5:00 pm, PST, on the last day of filing.

The acceptance of your application depends on whether you have CLEARLY shown that you meet the SELECTION REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

**County of Los  
Angeles  
Information**

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

**Department**

Exam Analyst

**Contact Name****Department  
Contact Phone** (213) 738-2084**Department  
Contact Email** rlowery@hr.lacounty.gov; edeguia@hr.lacounty.gov**ADA Coordinator  
Phone** (213) 738-2057**Teletype Phone** (800) 899-4099**California Relay  
Services Phone** (800) 735-2922**Alternate TTY  
Phone** (800) 897-0077**Job Field** Administration**Job Type** Professional[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)